



THE ALLIANCE

*Empowering individuals beyond
domestic and sexual violence*

Job Description

Job Title: Housing Coordinator

Reports to: Executive Director

Status: Full time; eligible for benefits

Job Summary: The Housing Coordinator will coordinate and oversee the implementation of the Housing for Crime Victims Program. The purpose of the Housing for Crime Victims Program will be to create or enhance a crime-victim housing program that will first focus on helping victims increase access to, and obtain safe, long-term housing and then provide tailored supportive services. This includes; landlord, community, and housing stakeholder outreach and collaboration, coordination of direct financial assistance for victims and agreements with partners. The Housing Coordinator will have coordination duties, provide direct advocacy and mobile advocacy for clients. The Housing Coordinator plays a leadership role within the organization and will play an outward facing role to facilitate organizational sustainability through community building, awareness and fundraising.

Key Job Responsibilities:

Housing Program Coordination

- Serve as primary contact for housing assistance from both survivors and community partners.
- Work with individual clients providing appropriate victim services including crisis intervention, emergency safe housing, advocacy, peer counseling, emergency services, referral to other agencies and accurate documentation.
- Ascertain the housing needs and available resources of persons seeking aid and work with them to determine what is available to them;
- Coordinates process of lease-up, landlord negotiations, and contracts;
- Coordination of donation and storage of housing program donations and facilitation of connecting appropriate donations to survivors in need.
- Coordination of cleaning, turnover and transition of safe house and transitional housing units to meet needs of survivors in a timely manner.
- Generate resources in the area of housing, including; researching available affordable and supportive housing options, developing relationships with landlords and housing programs. Engage landlords to create housing opportunities.
- Representing the organization at community meetings regarding housing issues for homeless populations; assisting with educating the community on changing policy as it relates to victim access to affordable housing
- Coordinates VOCA funding available to assist victims of crime on a variety of needs to promote long-term housing stability

- Be on-call as scheduled.



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Community Relations and Development

- Oversee data tracking system for organization and provide monthly reports including information about services provided, demographics and impact for use in grant reporting and fundraising.
- Complete monthly and quarterly statistical reports for grantors.
- Story telling (gather stories to utilize in communication and fund raising) and measurement and communication of data that represents the community impact of our services.
- Utilize Facebook and other social media to raise awareness of programs and for fund development.
- Develop and implement an email communication plan.
- Create an annual report.
- Develop, manage, implement and evaluate all activities related to individual giving including data management and gift recognition programs.
- Communication, tracking, marketing and all other functions to support organization's ability to raise funds during Colorado Gives Day.
- Track donations, in-kind donations, and donations made through facebook, paypal, and square.
- Coordinate with the Executive Director in the planning and execution of special fundraising events to generate funds for the organization. Integrating awareness, education and inclusive messaging into fundraising events.
- Attend weekly staff meetings, weekly supervision meetings with the Executive Director and will attend trainings as directed. This includes mandatory attendance in the 30-hour advocate training.
- Perform all work in a culturally responsive manner consistent with the mission of The Alliance.
- Other duties may be assigned.



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Qualifications:

Education: Bachelor's degree or equivalent training in survivor-centered advocacy

Other Qualifications:

- Passion for implementing the mission of the organization.
- Able to work some nights and weekends.
- Valid driver's license, background check and motor vehicle record.
- Experience and knowledge of client-centered services and trauma-informed practice.
- Experience and demonstrated competence with housing and homelessness issues affecting victims of crime, and effective advocacy strategies for both helping individual survivors and helping systems respond well.
- Demonstrated competence with program coordination, including but not limited to: training, public speaking, facilitation, collaboration, detailed program planning and timely implementation.
- Ability to learn online donor management program
- Excellent oral and written communication skills.
- Working knowledge of Microsoft Word, Outlook, excel and ability to learn online client management database.
- Ability to comfortably drive or commute to neighborhoods throughout the community and occasionally out of area travel.

For more information on ***The Alliance***, visit www.alliancechaffee.org

How to Apply: Send a current resume and letter of interest to: director@alliancechaffee.org

The Alliance is an EQUAL OPPORTUNITY EMPLOYER

and an 'At Will' Employer *last*

updated 8/28/2020



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